

LEVEL I, INTRODUCTION
CAP SENIOR MEMBER PROFESSIONAL DEVELOPMENT
PROGRAM
(REVISED 16 FEBRUARY 2004)

Reference: Chapter 3, CAP Regulation 50-17

1. **LEVEL I, ORIENTATION CHECKLIST:** Level I Orientation and In-processing checklist (GP 12 FL 201-1 & 2) has been provided with the Commanders Packet II. This checklist will aid with the in-processing of the new senior member.

2. **PARTICIPATION:** The new senior member must complete Level I prior to being assigned to a duty position in the unit. All persons who become senior members of Civil Air Patrol are required to complete Level I Orientation and Cadet Protection Training prior to any promotion action. Further, the senior member must complete Cadet Protection prior to working with cadets.

3. **LEVEL I PROGRAM:** The Level I program consists of two parts. One part consists of study of manuals and pamphlets which together are called the Senior Member Handbook. The items that consist of the Senior Member Handbook are listed on the GP 12 FL 103. This form letter is given to all new senior members during application procedures. **After the senior member reads and studies this material,** the member attended a facilitated videotape seminar. The other part consists of the Cadet Protection.

- a. The new senior member will be sent the Senior Member Handbook materials by the **CAPMart**. The new senior member is expected to study the information prior to the audiovisual seminar presentation.
- b. The Cadet Protection component is designed to heighten child abuse awareness, thereby reducing the potential for cadet abuse. Cadet Protection training is presented by the unit using a videotape presentation.

4. **ORIENTATION COURSE OBJECTIVES:** After completing Level I training the new senior member should be able to:

- a. List the CAP mission, purpose and program.
- b. List the CAP chain of command and CAP's region divisions.
- c. Differentiate between CAP Corporate and USAF structure of HQ CAP-USAF.
- d. Recognize CAP senior members insignia.
- e. Recognize CAP cadet insignia.
- f. Wear all items of uniform correctly.
- f. Observe correct CAP/military courtesy and protocol
- h. Demonstrate familiarity with the following items:

- (1) The origin and history of CAP.
- (2) The five levels of the CAP Senior Professional Development Program.
- (3) The CAP cadet achievement program.
- (4) The senior member's responsibility to set the example for the cadets in dress and conduct.
- (5) The types of publications which inform and direct CAP members.
- (6) The insurance program.
- (7) The member's unit history and current status within the wing.
- (8) The core values of the USAir Force and CAP.
- (9) CAP policy on discrimination and sexual harassment.

5. **CADET PROTECTION COURSE OBJECTIVES:** The purpose of the program is to increase child abuse awareness among senior members thereby reducing the potential for physical, emotional, and sexual abuse of cadets. The objectives of the program are for the senior member to:

- a. Know the definition, categories, and signs of child abuse.
- b. Describe common myths surrounding a child abuser.
- c. Understand the CAP Cadet Protection Training Program policies and procedures.
- d. resolve case study problems on potential child abuse situations in Civil Air Patrol.

6. **RERORTING PROCEDURES:** Upon completion of the Orientation Course and Cadet Protection, the unit commander or the professional development officer will have attendee sign the CAP form 11 (CAP Senior Member Professional Development Report). This form is sent to the Professional Development Office at National HQ for posting to the individuals records that are maintained by that office. Distribution of the CAP Senior Member Professional Development Report will be as shown:

- A. National Headquarters/ETP.
- B. Illinois wing/ETP.
- C. Unit file (CAP Senior Member Professional Development Report).
- D. One copy for each attendee for their Senior Member Master Record.

7. **PROFESSIONAL DEVELOPMENT REPORT:** This document should be checked each month when it comes in from National HQ with the unit commander or the professional development officer to make sure all information thereon has been posted and correct.

Appropriate action will be taken by the unit commander or the professional development officer to make corrections to the document as necessary. This document shows the progress of each assigned senior member in the unit, and their progression in Civil Air Patrol.

8. **MEMBERSHIP RIBBON:** The membership ribbon is awarded upon completion of Level I. A CAP form 2a (Request for and Approval of Personnel Action) will be initiated by the unit professional development officer. Include in BLOCK VII (REMARKS) the name of the award and the date of Level Training completion. The unit professional development officer signs the requester block. The unit commander is the final approving authority for this award. This award will be posted to the individuals CAP form 45, and a copy of the CAP Form 2a contained therein. The membership ribbon can be ordered from CAPMart, www.capmart.org TEL; 8888341781, FAX: 3342656381.

9. **PROMOTION TO 2nd LIEUTENANT:** Completion of Level I and Six (6) months time-in-grade as senior member satisfies the training requirements and is eligible for duty performance promotion to Second (2Lt.) A CAP Form 2 (Request for Promotion Action) is completed by the personnel officer. The unit commander is the final approving authority for this award. Original copy will be sent to National Headquarters /DP. Promotion to 2nd Lieutenant does not need the group commanders or the wing commander approval, the paper work goes straight to National Headquarters for processing. A copy should be made for the suspense action file.

10. For the individuals with special, mission related, or professional qualifications, appropriate promotion action will be taken in section C, D, & E of CAP Regulation 35-5 (CAP Officer and Non-Commissioned Officer Appointments and Promotions).

11. **LEVEL I ORIENTATION INSTRUCTOR:** A form letter (GP 12 FL 202) is provided in the commanders Packet II for the individual giving the Level I Orientation that is working for completion of Level V. Distribution for the letter is shown on the GP 12 FL 202.

12. **CAP CERTIFICATE 13:** This certificate is awarded to each new senior member upon completion of Level I Orientation Course.